

Sample of Resume – Industries and Jobs (Media and Publishing)

Job Title: Journalist

Name: Chan Tai Man

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PROFILE

I am a quick learner and self-motivated. As a fresh graduate from journalism and communication, I have the awareness to contemporary issues. I devoted to work in a well-established newspaper company and am available to report duty with immediate effect.

WORK EXPERIENCE

July – September 2019 **Summer internship – Editorial Assistant, The XX Financial Times**

- To assist editors for preparing materials
- To do research for the interviewees
- To arrange the interviews

July – September 2018 **Summer internship – Editorial Assistant of Fashion & Lifestyle, 123 Beauty Magazine**

- To do research on fashion industry
- To edit the articles

EDUCATION

- **2010 – 2016** **Hong Kong Secondary School**
HKDSE: Chinese 3, English 3, Mathematic 3, Liberal Studies 3, Arts 4, Music 3
- **2016 – 2020** **Chu Hai College of Higher Education-**
Bachelor of Arts (Hons) In Journalism and Communication

PERSONAL SKILLS

- Adobe Software (Photoshop, Illustrator)
- Fluent in Cantonese, Mandarin and English
- MS Office (Word, Excel, PPT, Publisher, Access and Outlook)

AWARDS

The Hong Kong Young Writers Awards 2019